

Computer Lab Request

U.S. Fish & Wildlife Service

National Conservation Training Center



The following information is needed to allow us to better meet your training needs while using NCTC's Computer Lab Facilities. If the information is already indicated below, please confirm that it is correct. If the information is blank, please provide it.

Computer Lab Usage Details

Dates of Lab Usage *Time of Lab Use*
(if less than entire day)

Name of Course

Date of Course

Name of Organization

Contact *E Mail address* *Phone number*
Fax number

Number of Students Expected

Please List all Software Needed for Training (existing in lab, or that you are providing)

Operating System Check all that apply: ☐ DOS ☐ Windows 3.1 ☐ Windows 95 ☐ Microsoft NT Workstation

Printers Required: (i.e. color/black and white)

Number of Outside Lines Required (may be an additional charge):

Note: A representative of your staff must be available to test all software needed for your class at least 24 hours before the class begins. If you will be providing your own software, it must be in the possession of NCTC lab personnel at least one week before the class is scheduled to be held.

Computer Lab Policies

Software Licensing: NCTC is only responsible for the licensing of software which NCTC owns. NCTC requires, and assumes, that any other entity requiring NCTC to load software for training purposes, is fully licensed to do so. All software not owned by NCTC will be removed from NCTC computers upon completion of each training class.

Loading of Software: All software will be loaded by NCTC computer lab personnel, unless prenegotiated otherwise.

Food: No food or drink will be allowed in the Computer Lab.

Security: Any disk that is brought in from the outside, must be scanned by the Lab Manager for viruses, before it is used!

SWAN Security: If your course requires FWS Service Wide Area Network (SWAN) connectivity, each student will have to sign a security statement.

Phone Lines: All phone line usage must be for official training purposes only.

For NCTC Lab Administration Use Only

Room: ☐ G301E ☐ G241E Software from customer, must be received by:

Please return this form to the **NCTC Registrar** Fax: 304/876 7202

Scheduling and availability questions can be referred to the Registrar at: 304/876 7692

Technical questions can be referred to the lab manager at: 304/876 7413